Continuous Learning Plan (CLP)

Technical Application Guide

Tennessee Department of Education | July 2020
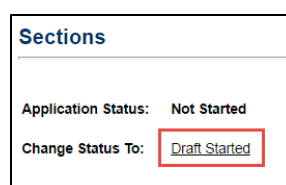
Continuous Learning Plan Access

To navigate to the Continuous Learning Plan supplement from the ePlan homepage, hover your mouse over the **Funding** tab on the left menu bar, and select **Application Supplements**.

Select the desired fiscal year (2021) in the upper left corner of the screen. Application Supplements are stored in ePlan according to the state fiscal year. For example, *2021* indicates the 2020–21 school year. The Continuous Learning Plan is in the list of supplements. Click **Continuous Learning Plan** to access the supplement.
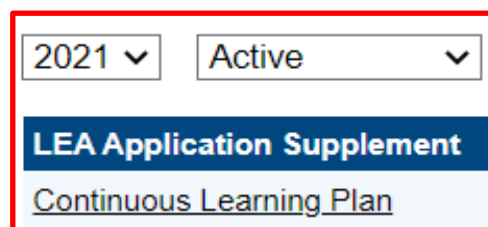
Users with the following access may edit the **Application Supplement** and change the status to Draft Started: (1) *LEA Consolidated Director*, (2) *LEA Charter Schools Director* (3) *LEA Charter School Facilities Director*, (4) *LEA Continuous Learning Plan Update* (5) *LEA Continuous Learning Plan Director,* and (6) *LEA Authorized Representative*

Sections Page

Access each individual section of the Continuous Learning Plan application supplement from the *Sections Page*. For easy navigation, users may return to the *Sections* page by going to the **Funding** tab on the ePlan blue menu bar and selecting **Sections**.

To submit the Continuous Learning Plan application supplement when complete, click the **Messages** link on the *Sections* page in the column labeled *Validation*. This link provides an overview of the validations that ePlan is running behind the scenes.

Description (View Sections Only View All Pages)	Validation	Print
		☐ Select Items
All	Messages	Print
─ **Cover Page**		Print
Cover Page		Print

Items marked *Warning* are validations that users are not required to address prior to submitting the Continuous Learning Plan application supplement. An example of a warning is not uploading an optional related document.

Items marked *Error* are incorrect, and users **must** address each one before submitting the Continuous Learning Plan application supplement.
- Click on the link to the left of the word *Error* to go to the identified page to make corrections. If the LEA does not address all *Error* validations, ePlan will not allow a user to submit the application supplement.

An example of an error is not uploading a required related document.
- Once the user clears all errors, the user with *LEA Continuous Learning Plan Director* access must click **Draft Completed** at the top of the *Sections* page.
- This generates an email to the *LEA Authorized Representative* who must review the draft and click **LEA Authorized Representative Approved** (or **Not Approved**) at the top of the *Sections* page.

When an application supplement is submitted in the status of **LEA Authorized Representative Approved**, an email notification is sent to the review team at the department.

Cover Page

An LEA user must enter the following information:
- The LEA ID number and LEA name
- The LEA official address, phone number, and LEA website address
- Contact information for the director of schools and Continuous Learning Plan Point of Contact (POC)

If any information on this page changes within the school year, an LEA user must update this page.

Related Documents

The Continuous Learning Plan application supplement has a page that provides links to upload external related documents, known as *Related Documents*. Headers indicate if the document is required or optional. If a document is required, ePlan prevents submission of the application supplement without an upload.

The *Document Template* column provides links to download templates or forms for application supplement items, if applicable. If *N/A* appears in this column, there is no required template for that specific item. Upload content in any format.
- Download the document template (if applicable), complete the document, and click the **Upload New** link to begin the upload.
- Click the **Choose File** button to browse for the document.
- Upload the document and type a name for the document.
- Click **Create** to upload the document.

The following areas are required documents for uploads:
- Continuous Learning Plan Main PDF (one document)
- Continuous Learning Plan Part 3.3 Artifacts (one or more documents)
- Continuous Learning Plan Part 4.2 Artifacts (one or more documents)
- Continuous Learning Plan Part 5.2 Artifacts (one or more documents)
- Continuous Learning Plan Part 6.2 Artifacts (one or more documents)
- Continuous Learning Plan Part 7.2 Artifacts (one or more documents)
- Continuous Learning Plan Part 8.2 Artifacts (one or more documents)

The following areas are optional documents for uploads:
- Continuous Learning Plan Part 1.3 COVID Plan Summary (zero or more documents)
- Continuous Learning Plan Part 3.1 Explanation of Approach (zero or more documents)
- Continuous Learning Plan Operations and Budget Artifacts (zero or more documents)
- Supporting Documents (zero or more documents)

Revisions of the Continuous Learning Plan

After approval of the Continuous Learning Plan application supplement, the LEA may revise the application supplement to amend artifacts in the related documents folder.
- To begin a revision, users with a role of *LEA Continuous Learning Plan Update, LEA Continuous Learning Plan Director, and LEA Authorized Representative* may click **Revision Started** at the top of the *Sections* page.

When the Continuous Learning Plan application supplement is in **Revision Started** status, users may make edits to all programs in the application supplement as needed.

The application supplement process flows in the same manner as the original submission.
- Access changes made to an approved application supplement from the *Sections* page.

To view the original application supplement or a prior revision, from the dropdown menu on the Application Supplement screen, choose the menu item for **All Approved**.

The page displays all former revisions (approved only). Note that if there is a current application supplement in progress (not approved), it does not appear in this list. After reviewing prior revisions, remember to return the dropdown selection to **All Active**.

Printing in ePlan

Users may print or download a PDF from the *Sections* page.
- To print the entire application supplement, click the **Print** link across from the word *All* at the top of the *Sections* page. Note that a print request does not include any uploaded related documents.
- To print a single page, click on the **Print** link across from the name of the page.

- To print an entire section, click on the **Print** link to the far right of the section name. In the example below, the user is printing the entire **Program Details** section of the Continuous Learning Plan Application Supplement.
- To choose multiple pages, check the **Print Select Items** box at the top of the print column to select more than one page. The **Print** links appear as checkboxes. Select all text boxes for the desired print request.
- Select the checkboxes and click **Print** at the top of the column.
- The **Print Request** screen pops up. If necessary, Users may rename their print job here.
- Click **Print**.
- The **Generating Document** screen appears. The system takes 20–30 seconds to generate the print job. For larger files, expect an email from the ePlan system when the file is ready to download.
- After ePlan generates the print file, click **Return to Application Supplements**.
- A PDF generates and appears at the top of the page from the **TDOE Resources** menu item in ePlan. The PDF link remains in **TDOE Resources** for five (5) days. Users may use the **Delete** links to remove any print jobs if desired.

Continuous Learning Plan Checklist

LEAs must review the Continuous Learning Plan Application Supplement Checklist for general checklist comments from each reviewer, if applicable, and each section.

- After the LEA submits the application supplement, the department reviews the application supplement and marks each section as *OK, Not Applicable*, or *Attention Needed*. If the application supplement contains no items that are marked as *Attention Needed*, the application supplement is approvable.
- If the application supplement contains items that are marked as *Attention Needed*, the application supplement will be returned to the LEA with a status of not approved. The LEA will review the checklist for items that are marked *Attention Needed* and make the necessary changes to those items. Only the checked items in the sections marked *Attention Needed* need correction. Each section marked *Attention Needed* also has a place where the department may provide notes to explain items needing attention. The LEA should check for notes and additional comments.
- Once the LEA has made the necessary adjustments, the LEA resubmits the application supplement for approval. If the department determines that the area is correct, *Attention Needed* will be changed to *OK* by department leadership. If the items needing attention still have not been corrected, the application supplement will be returned to the LEA again with a status of *Not Approved*.
- Application supplements that contain no items that are marked *Attention Needed* will be approved.

Each section will be designated with one of these statuses:
- **Not Reviewed**: No review occurred.
- **OK**: The section has no corrections and is approvable.
- **Coordinator Reviewed**: The section has been reviewed by the coordinator.
- **Attention Needed**: The section has items that need to have corrections completed.

History Log

The *History Log* documents status changes along with the name of the user who prompted the change and the date of the change. Use it to review who submitted or reviewed an application supplement or the date when it last approved or returned.

- Users may place a note in the *History Log* by clicking on the **Create Comment** link. Use **Create Comment** with caution, as comments remain part of the application supplement's permanent record and are viewable on the public approved application supplements.
- To create a comment, click on **Create Comment**. A narrative box appears. The user may type or paste a comment in the narrative box. Once the comment is complete, click **Save and Go To > Current Page** at the top of the screen to save.